

	Administrative Regulation		Policy #	03-02.10
	Domestic Violence Leave and Accommodation		Effective Date:	August 30, 2021
			Revision Date:	N/A
			Owner:	Human Resources

Purpose:

To explain the City of Springfield's policy and procedure regarding Domestic Violence Leave and Accommodation.

Scope:

This regulation applies to all employees.

Policy:

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or their minor dependents.

Procedure:

1. Notification

1.1. Notice of need to take leave should be provided by submitting a request for leave in writing to Human Resources as far in advance as practicable, indicating the time needed, when the time will be needed, and the reason for the leave.

1.1.1. When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice to Human Resources as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

1.2. If more leave than originally authorized needs to be taken, the employee should give the City notice as soon as is practicable prior to the end of the authorized leave.

2. Utilization of Accrued Leaves

2.1. Leave is generally unpaid, but the employee may use any unused accrued leave banks while on this type of leave.

3. Required Certification

- 3.1. The City will generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

4. Accommodations

- 4.1. Employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a “reasonable safety accommodation” that will allow the employee to more safely continue to work, unless such an accommodation would impose an “undue hardship” on the City. Please contact Human Resources immediately with requests for reasonable safety accommodations.

Definitions

1. “*Reasonable safety accommodation*” may include, but is not limited to, a transfer, reassignment, modified schedule, use of available paid leave from employment, unpaid leave from employment, changed work telephone number, changed work station, installed lock, implemented safety procedure or any other adjustment to a job structure, workplace facility or work requirement in response to actual or threatened domestic violence, harassment, sexual assault or stalking.

Resources:

1. [Crime Victim Leave Administrative Regulation](#)
2. [Paid Time Off Administrative Regulation](#)
3. [Sick Leave Administrative Regulation](#)
4. [Vacation Administrative Regulation](#)
5. [ORS 659A.270](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Nancy Newton, City Manager	Dates:	8/30/21
Author: Chaim Hertz, Director of Human Resources			
Responsible Party: Human Resources			
Replaces: Procedural Section 2.3 of the Leave of Absence Admin Reg #03-02.03			

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
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REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			